RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable
(BAR)

Patch 2 Addendum

Version 1.7 Patch 2
August 2003

TABLE OF CONTENTS

1.0   Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Accounts Receivable v1.7. These changes will be integrated into future versions of the software and user manuals and will no longer be considered an addendum at the time of the next release.

Patch 2 of Accounts Receivable version 1.7 contains the following changes:
- Enhancements to two reports allowing EISS capability:
    - Period Summary Report (PSR)
    - Age Summary Report (ASM)

    When selecting these reports by Allowance Category, all categories, and summary report, a file of the report data will automatically get created on the EISS directory and sent to the ARMS Server where the intranet can find it for web display.

- New menu option: Patient Account Statement (PAS)

    This option allows you to flag patient accounts so that you can print a Patient Account statement. This option will allow you to run individual statements or batch of statements using TaskMan.

Patch 1
This document also contains the Patch 1 addendum information for ease of use. Patch 1 released in June 2003, contained the following changes:

- Enhancements of two reports:
    - Period Summary Report (PSR)

        This report has been rewritten to use the Transaction file. You may run the report for any date range desired. More detail has been added to the report, allowing better tools for reconciliation. The report has two new sorting criteria and one new report type summary. (Section 3.1)
    - Age Summary Report (ASM)

        This report has been expanded to allow sorting by Discharge Service. Also, bill level detail has been added, allowing better tools for reconciliation. The report has two new sorting criteria and one new report type summary. (Section 3.2)

> **Note**: This addendum does not include all changes included in BAR v1.7 patch 1 and 2. To see a list of all changes and fixes included in this patch, please see BAR v1.7 patch 1 and patch 2 notes file.

2.0   Patch 2

2.1   EISS Capability

The Executive Information Support System (EISS) is a web-based system that allows authorized users to access specific information regarding finances, travel, etc. This enhancement will allow information from the ASM and PSR reports to pass to EISS when the reports are run under certain criteria.

2.1.1   Site Parameters

In order for the EISS functionality to operate correctly, you must set up four new site parameters through the Site Parameters Edit (SPE) option. The first three items will be automatically populated with data when the Site manager installs the patch. On the EISS (local) path, you will have to find out what path name your local Site manager defined during the installation of this patch. It is recommended that you do not use a public drive to store these files. Once this is defined, follow the instructions in this field.

EISS System: Type the IP address used for sending PSR and ASM Summary data to Web

EISS Username: Type the user name needed to access the remote system receiving the ASM and PSR data.

EISS Password: Type the password needed to access the remote system receiving the ASM and PSR data.

EISS (local) path: Type the directory (path name) on the local system that will hold the ASM and PSR summary data. Since this file holds financial data DO NOT use a public drive to store this file.

1. To access to Site Parameters option, type **SPE** at the "Select Manager Option:" prompt that is located in the Manager menu.

2. Type the name of your site at the "Select A/R Site Parameter/IHS RPMS Site:" prompt.

3. Press the Return key at the "OK? Yes//" prompt to confirm your selection.

4. Follow the prompts as they appear on your screen. Type new parameters at each of the prompts or press the Return key to accept the default response.

```
Select Manager Option: SPE  Site Parameter Edit

        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
        |            ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
        +                   Site Parameter Edit                    +
        |                 UNSPECIFIED SERVICE UNIT                 |
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: USER,DEMO              BUSINESS OFFICE      20-AUG-2003 11:20 AM

Select A/R SITE PARAMETER/IHS RPMS SITE: UNSPECIFIED SERVICE UNIT
                              NM
        ...OK? Yes// [RET]  (Yes)

MULTIPLE 3P EOB LOCATIONS: YES// [RET]
MULTIPLE FISCAL EOB LOCATIONS: YES//[RET]
USABLE: USABLE//[RET]
ACCEPT 3P BILLS: ACCEPT//[RET]
ROLL OVER DURING POSTING: ASK//[RET]
SMALL BALANCE: 5.00//[RET]
Location Type For Reports: BILLING//[RET]
Default Path: /usrx/xxd/duser///[RET]
EISS System: xxx.xxx.xx.x
EISS Username: xxxxx
EISS Password: xxxxx
EISS (local) path: /usrx/xxd/duser
Select EDI PAYER: [RET]

Select A/R SITE PARAMETER/IHS RPMS SITE:
```

4 new site parameters

Figure 2-1: Setting the EISS parameters

2.1.2   PSR for the EISS

In order to have the PSR information pass to the EISS, the report must be run choosing specific parameters. The PSR report MUST be run choosing the following parameters: All allowance categories, summarized by Allowance category/Bill Entity/Ins Type and the Date Range must be defined as the first and last day of the month.

1. To run the PSR for the EISS, type **PSR** at the "Select Financial Reports Menu Option:" prompt that is located in the Reports menu under Financial reports.

2. Type the name of your location at the "Select Visit Location:" prompt.

```
Select Financial Reports Menu Option: PSR  Period Summary Report

          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |         ACCOUNTS RECEIVABLE SYSTEM - VER 1.7       |
          +             Period Summary Report                  +
          |              UNSPECIFIED SERVICE UNIT              |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: USER,DEMO            BUSINESS OFFICE     21-AUG-2003 9:23 AM

NOTE:  This report will contain data for VISIT location(s) regardless of
       BILLING location.

Select Visit LOCATION: UNSPECIFIED SERVICE UNIT                    NM
```

Figure 2-2: Running the PSR for the EISS (steps 1 & 2)

3. Type **5** (Allowance Category) at the "Select Criteria for Sorting:" prompt.

4. Press the Return key at the blank "Select Type of Allowance Category to Display:" prompt to select ALL categories.

5. Type **1** (Summarize by Allow Cat/Bill Entity/Ins Type) at the "Select Report Type:" prompt.

6. Type the first day of the month at the "Select Beginning Date:" prompt.

7. Type the last day of the month at the "Select Ending Date:" prompt.

8. Type the name or number of the device to where you want the report printed at the "Device:" prompt.

```
     Select one of the following:

          1           A/R ACCOUNT
          2           CLINIC TYPE
          3           VISIT TYPE
          4           DISCHARGE SERVICE
          5           ALLOWANCE CATEGORY
          6           BILLING ENTITY
          7           INSURER TYPE

Select criteria for sorting: 5  ALLOWANCE CATEGORY

     Select one of the following:

          1           MEDICARE
          2           MEDICAID
          3           PRIVATE INSURANCE (INS TYPES P H F M)
          4           CHIP
          5           OTHER           (INS TYPES W C N I)

Select TYPE of ALLOWANCE CATEGORY to Display: [RET] ALL

     Select one of the following:
```

```
   1          Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
   2          Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
   3          Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

Select REPORT TYPE: 1// [RET]  Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

 =========== Entry of TRANSACTION DATE Range =============

Select Beginning Date: 07/01/03  (JUL 01, 2003)
Select Ending Date: 07/31/03  (JUL 31, 2003)

Output DEVICE: HOME// [RET]
```

Figure 2-3: Running the PSR for the EISS (steps 3-8)

The system is capable of printing a hard copy for your files as well as sending the electronic file to EISS. Figure 2-4 shows the visual display as well as the message indicating that the data has been passed to EISS.

```
      WARNING: Confidential Patient Information, Privacy Act Applies
===============================================================================
Period Summary Report for ALL ALLOWANCE CATEGORY(S)AUG 21,2003@09:28   Page 1
with TRANSACTION DATES from 07/01/2003 to 07/31/2003
 at UNSPECIFIED SERVICE UNIT Visit location(s) regardless of Billing Location
===============================================================================
ALLOWANCE CATEGORY       Billed Amt        Payment     Adjustment       Refund
===============================================================================
CHIPS                        788.00           0.00           0.00         0.00
MEDICAID                   1,614.00         412.00           0.00         0.00
MEDICARE                   1,059.00         714.00         345.00         0.00
OTHER                        738.00         492.00           0.00         0.00
PRIVATE INSURANCE          3,406.00           0.00           0.00         0.00
                       ------------- -------------- -------------- -------------
*** VISIT Loc Total        7,605.00       1,618.00         345.00         0.00
                       ============= ========       ╔══════════════════════╗═══════
*****  REPORT Total        7,605.00       1,       ║ New message will display║    0.00
                                                   ╚══════════════════════╝

Please Standby - Copying Data to UNIX File /usrx/dxx/user/BARPSRXXXXXX0000000
00000000000000000000000_000000.TXT

Export file /usrx/dxd/user/BARPSRXXXXXX00000000000000000000000000000_000000.TX
T queued up to be sent to -1 user:1user/ 000.000.00.0...
```

Figure 2-4: Sample of the PSR for the EISS

2.1.3   ASM for the EISS

In order to have the ASM information pass to the EISS, the report must be run choosing specific parameters. The report MUST be run by all allowance categories and summarized by Allowance category.

1. To run the ASM for the EISS, type **ASM** at the "Select Aging Reports Menu Option:" prompt that is located in the Reports menu under Aging reports.

2. Type the name of your location at the "Select Visit Location:" prompt.

```
Select Aging Reports Menu Option: ASM  Age Summary Report


           +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
           |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7       |
           +                  Age Summary Report                  +
           |               UNSPECIFIED SERVICE UNIT               |
           +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: USER,DEMO              BUSINESS OFFICE    21-AUG-2003 9:47 AM


NOTE:  This report will contain data for the BILLING location you are logged
       into.  Selecting a Visit Location will allow you to run the report for
       a specific VISIT location under this BILLING location.

Select Visit LOCATION: UNSPECIFIED SERVICE UNIT                        NM
```

Figure 2-5: Running the ASM for the EISS (steps 1 & 2)

3. Type **5** (Allowance Category) at the "Select Criteria for Sorting:" prompt.

4. Press the Return key at the blank "Select Type of Allowance Category to Display:" prompt to select ALL categories.

5. Type **1** (Summarize by Allow Cat/Bill Entity/Ins Type) at the "Select Report Type:" prompt.

6. Type the name or number of the device to where you want the report printed at the "Device:" prompt.

```
    Select one of the following:

         1          A/R ACCOUNT
         2          CLINIC TYPE
         3          VISIT TYPE
         4          DISCHARGE SERVICE
         5          ALLOWANCE CATEGORY
         6          BILLING ENTITY
         7          INSURER TYPE

Select criteria for sorting: 5  ALLOWANCE CATEGORY

    Select one of the following:

         1          MEDICARE
         2          MEDICAID
         3          PRIVATE INSURANCE (INS TYPES P H F M)
         4          CHIP
         5          OTHER            (INS TYPES W C N I)

Select TYPE of ALLOWANCE CATEGORY to Display: [RET] ALL

    Select one of the following:

  1         Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
```

```
    2           Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
    3           Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

Select REPORT TYPE: 1// 1  Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

Output DEVICE: HOME// [RET]
```

Figure 2-6: Running the ASM for the EISS (steps 3-8)

The system is capable of printing a hard copy for your files as well as sending the electronic file to EISS. Figure 2-6 shows the visual display as well as the message indicating that the data has been passed to EISS.

```
Age Summary Report for ALL ALLOWANCE CATEGORY(S)   AUG 21,2003@09:48   Page 1
at UNSPECIFIED SERVICE UNIT Visit location(s) under UNSPECIFIED SERVICE UNIT
Billing Location
============================================================================
ALLOWANCE CATEGORY    CURRENT      31-60     61-90     91-120       120+
BALANCE
============================================================================


CHIPS                   0.00        0.00       0.00      0.00  14525.83   14525.83
MEDICAID              399.00        0.00     374.00    187.60 -41936.05  -40975.45
MEDICARE                0.00      158.00       0.00      0.00  13137.71   13295.71
OTHER              623836.00        0.00       0.00   -184.00  24702.57  648354.57
PRIVATE INSURANCE    1577.68        0.00       0.00   2186.75  49932.38   53696.81
                    ======== ========= ========= ========= ========= ==========
                   625812.68      158.00     374.00   2190.35  60362.44  688897.47

Please Standby - Copying Data to UNIX File
/usrx/dxd/user/BARASMXXXXXX00000000000000000000000000000000_000000.TXT

Export file
/usr3/dsd/llehman/BARASMXXXXXX00000000000000000000000000000000_000005.
TXT queued up to be sent to -l user:1user/ 000.000.00.0...
```

Figure 2-7: Sample of the ASM for the EISS

2.1.4   EISS File Naming Conventions

Table 1 describes the EISS file naming convention

```
BARPSRXXXXXX2003070120030731200308210928_000005.TXT
```

Position	Description
1-6	Namespace_rpt
7-12	ASUFAC (if null send "xxxxxx")
13-20	Begin Date of Data (yyyymmdd)
21-28	End Date of Data (yyyymmdd)
29-42	Run Date (yyyymmddhhmmss)
43	Spacer (_)
44-49	Record Count, Right Justify, 0 fill

Position	Description
50-53	File Extension (.TXT)

Table 1: EISS file naming convention

2.2   Patient Account Statement Menu (PAS)

This is a new top-level menu option that allows you to print Patient Account statements. You can flag specific patient accounts to receive statements and then print those statements either by a batch or individually. Through TaskMan you can schedule the statements to be run at specific dates and times. The statement contains all the account activity for a given date range. The statements queued to run through TaskMan can then be run using the PRA option.

See Figure 2-8 for a breakdown of each field in the Patient Account statement.
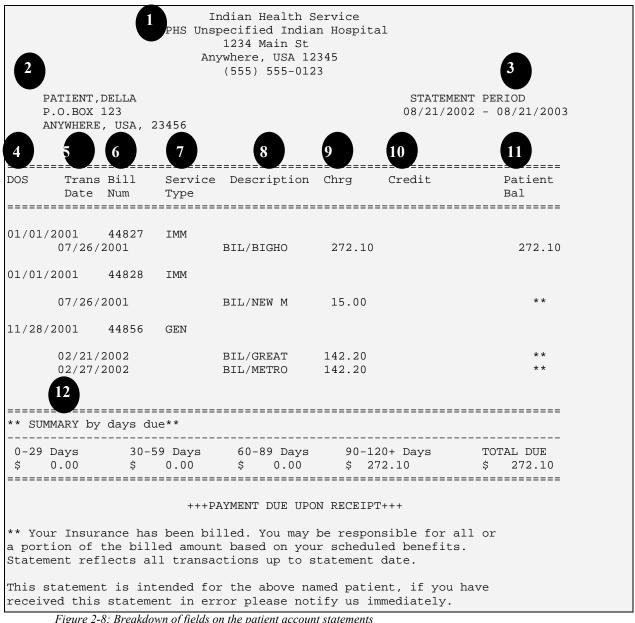
```
                         Indian Health Service
                    PHS Unspecified Indian Hospital
                             1234 Main St
                         Anywhere, USA 12345
                           (555) 555-0123


   PATIENT,DELLA                              STATEMENT PERIOD
   P.O.BOX 123                                08/21/2002 - 08/21/2003
   ANYWHERE, USA, 23456

===========================================================================
DOS        Trans Bill    Service  Description  Chrg     Credit        Patient
           Date  Num     Type                                         Bal
===========================================================================

01/01/2001   44827   IMM
       07/26/2001              BIL/BIGHO     272.10                    272.10

01/01/2001   44828   IMM

       07/26/2001              BIL/NEW M     15.00                        **

11/28/2001   44856   GEN

       02/21/2002              BIL/GREAT     142.20                        **
       02/27/2002              BIL/METRO     142.20                        **


===========================================================================
** SUMMARY by days due**
---------------------------------------------------------------------------
 0-29 Days       30-59 Days      60-89 Days     90-120+ Days      TOTAL DUE
 $    0.00       $    0.00       $    0.00      $   272.10       $   272.10
===========================================================================

                     +++PAYMENT DUE UPON RECEIPT+++

** Your Insurance has been billed. You may be responsible for all or
a portion of the billed amount based on your scheduled benefits.
Statement reflects all transactions up to statement date.

This statement is intended for the above named patient, if you have
received this statement in error please notify us immediately.
```

Figure 2-8: Breakdown of fields on the patient account statements

1. The statement header shows your site information. The header will be shown on the top of each page of the statement

2. This field shows the patient's information, including name and address. This information will be shown on the top of each page of the statement.

3. This field the dates of service in which a bill has been submitted.

4. **DOS**: The dates of service.

5. **Trans Date:** The transaction dates, or the dates that the noted transaction took place (i.e. payment received)

6. **Bill Number:** The bill number for each of the dates of service.

7. **Service Type:** The abbreviation for each type of service.

8. **Description:** A brief description of each of the transactions (i.e. billed Medicare).

9. **Chrg:** The amount of each of the charges.

10. **Credit:** This field shows the amount of any credit or payment made to the account.

11. **Patient Bal:** The amount that is due from the patient.

12. **Summary by days due:** This section gives a break down of the age of the patient balance portion of the statement.

To access the Patient Account Statement menu, type **PAS** at the "Select A/R Master Menu Option:" prompt.

```
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
        |            ACCOUNTS RECEIVABLE SYSTEM - VER 1.7         |
        +                       A/R MASTER MENU                   +
        |                   UNSPECIFIED SERVICE UNIT              |
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
   User: USER,DEMO              BUSINESS OFFICE     20-AUG-2003 10:22 AM

   ACM    Account Management Menu ...
   COL    Collection Menu ...
   MAN    Manager ...
   PAS    Patient Account Statement Menu ...
   PST    Posting Menu ...
   ROL    Rollback Bills to 3-Party
   RPT    Report Menu ...
   SVC    Switch Service/Section
   UA     User Assistance
   UPL    Upload from Third Party Bill File

Select A/R MASTER MENU Option: PAS
```
Figure 2-9: Accessing the PAS menu

Sections 2.2.1 through 2.2.5 explain how to use each of the menu options in the Patient Account Statement menu (Figure 2-10).

```
        |            ACCOUNTS RECEIVABLE SYSTEM - VER 1.7         |
        +               Patient Account Statement Menu           +
        |                   UNSPECIFIED SERVICE UNIT              |
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
   User: USER,DEMO              BUSINESS OFFICE     20-AUG-2003 10:30 AM

   SHDR    Enter/Edit Statement Header Text
   FLAG    Flag Patient Accounts for Statements
   PRA     Print All Flagged Patients' Account Statements
   PRO     Print One Flagged Patient's Account Statement

Select Patient Account Statement Menu Option:
```
Figure 2-10: PAS menu options

2.2.1   Setting up TaskMan to Run Patient Statements

To run a batch of the Patient Account statements, you must first schedule the statements to be queued.

1. To schedule the statements, access TaskMan through the IHS Core menu.

2. Type **SCHEDULE** at the "Select TaskMan Management Option:" prompt.

3. Type **BAR ACCOUNT STATEMENT** at the "Select Option to Schedule or Reschedule:" prompt.

4. Type **Y** at the "OK?" prompt.

```
        Schedule/Unschedule Options
        One-time Option Queue
        TaskMan Management Utilities ...
        List Tasks
        Dequeue Tasks
        Requeue Tasks
        Delete Tasks
        Print Options that are Scheduled to run
        Cleanup Task List
        Print Options Recommended for Queueing

Select TaskMan Management Option: schedule/Unschedule Options

Select OPTION to schedule or reschedule: bar account STATEMENT        Patient
Account Statement
        ...OK? Yes//   (Yes)
```

Figure 2-11: Scheduling the Patient Account statements (steps 1-4)

5. The system will open the Edit Option Schedule screen.

6. Use the arrow keys or the Tab key to move between the prompts.

7. Type the date and time you would like the statements run at the "Queued To Run At What Time:" prompt.

8. Type the scheduling frequency for when you would like the statement queued at the "Rescheduling Frequency:" prompt.

9. Type **SAVE** and the press the Return key at the "Command:" prompt

10. Then type **EXIT** and the "Command:" prompt to exit TaskMan.

```
                            Edit Option Schedule

      Option Name: BAR ACCOUNT STATEMENT
      Menu Text: Patient Account Statement              TASK ID: 9090
   _____

    QUEUED TO RUN AT WHAT TIME: SEP 18,2003@18:00

  DEVICE FOR QUEUED JOB OUTPUT:

   QUEUED TO RUN ON VOLUME SET:

        RESCHEDULING FREQUENCY: 1M(18@18:00)

              TASK PARAMETERS:

              SPECIAL QUEUEING:

  _____
  _
  Exit      Save      Next Page      Refresh

  Enter a command or '^' followed by a caption to jump to a specific field.


  COMMAND:                                         Press <PF1>H for help
  Insert
```

Figure 2-12: Scheduling the Patient Account statements (steps 5-10)

2.2.2   Enter/Edit Statement Header Text (SHDR)

Use this option to enter or edit the statement header. The header will be displayed at the top of all statements. You will want to include the facility name and address, business office phone number, point of contact, and special messages. The statements will print up to 10 lines of text.

1. To edit or enter the statement header, type **SHDR** at the "Select Patient Account Statement Menu Option:" prompt from the Patient Account Statement menu.

```
        |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
        +            Patient Account Statement Menu              +
        |                UNSPECIFIED SERVICE UNIT                |
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: USER,DEMO              BUSINESS OFFICE     21-AUG-2003 10:07 AM


   SHDR    Enter/Edit Statement Header Text
   FLAG    Flag Patient Accounts for Statements
   PRA     Print All Flagged Patients' Account Statements
   PRO     Print One Flagged Patient's Account Statement

  Select Patient Account Statement Menu Option: SHDR
```

Figure 2-13: Editing header text (step 1)

2. The system will display the current statement header.

3. Type **Y** at the "Edit?" prompt.

4. The system will open the header in your default text editor. Edit or enter the text as you deem appropriate.

```
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |            ACCOUNTS RECEIVABLE SYSTEM - VER 1.7         |
          +              Enter/Edit Statement Header Text           +
          |                 UNSPECIFIED SERVICE UNIT                |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: USER,DEMO              BUSINESS OFFICE     21-AUG-2003 10:07 AM


You may enter text that will appear at the top of the account
statements. Typically this will be facility name and address,
business office phone number, point of contact, and special
messages. The statements will print up to 10 lines of text.

TEXT:
                          Indian Health Service
                    PHS UNSPECIFIED Indian Hospital
                           1234 MAIN ST
                         ANYWHERE, USA 87000
                           (555) 555-1234


  Edit? NO// Y  YES

==[ WRAP ]==[ INSERT ]=============< TEXT >===============[ <PF1>H=Help ]====
                          Indian Health Service
                    PHS UNSPECIFIED Indian Hospital
                           1234 MAIN ST
                         ANYWHERE, USA 87000
                           (555) 555-1234



<=====T=======T=======T=====T=======T=======T=======T=======T=======T>======
```
Figure 2-14: Editing header text (steps 2-4)

2.2.3   Flag Patient Accounts for Statements (FLAG)

Use this option to flag for which patients you would like a statement run. This is a one-time option that allows you to chose which patients will receive a statement.

1. To flag patient accounts, type **FLAG** at the "Select Patient Account Statement Menu Option:" prompt.

2. Either type the name or number of patient at the "Select A/R Account/IHS:" prompt, or type **??** to see a list of patients.

3. The system will display a *YES* or *NO* to the right of the patient's name. Yes means the patient is flagged to receive patient statements, while a No means that the patient is not receiving patient statements.

4. Type **YES** or **NO** at the "Pat Acct Stmt:" prompt.

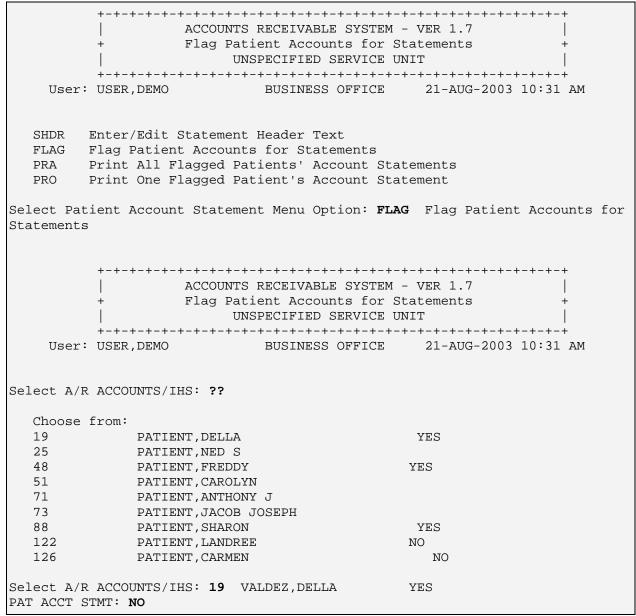5. You can repeat this process until you have flagged all patients who need to receive statements.

```
         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
         |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7        |
         +           Flag Patient Accounts for Statements        +
         |                 UNSPECIFIED SERVICE UNIT              |
         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: USER,DEMO              BUSINESS OFFICE     21-AUG-2003 10:31 AM


  SHDR   Enter/Edit Statement Header Text
  FLAG   Flag Patient Accounts for Statements
  PRA    Print All Flagged Patients' Account Statements
  PRO    Print One Flagged Patient's Account Statement

Select Patient Account Statement Menu Option: FLAG  Flag Patient Accounts for
Statements



         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
         |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7        |
         +           Flag Patient Accounts for Statements        +
         |                 UNSPECIFIED SERVICE UNIT              |
         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: USER,DEMO              BUSINESS OFFICE     21-AUG-2003 10:31 AM


Select A/R ACCOUNTS/IHS: ??

  Choose from:
  19          PATIENT,DELLA                      YES
  25          PATIENT,NED S
  48          PATIENT,FREDDY                     YES
  51          PATIENT,CAROLYN
  71          PATIENT,ANTHONY J
  73          PATIENT,JACOB JOSEPH
  88          PATIENT,SHARON                     YES
  122         PATIENT,LANDREE                    NO
  126         PATIENT,CARMEN                       NO

Select A/R ACCOUNTS/IHS: 19   VALDEZ,DELLA          YES
PAT ACCT STMT: NO
```

Figure 2-15: Flagging patient accounts

2.2.4   Print All Flagged Patients' Account Statements (PRA)

Use this option to print the statements that have been queued by TaskMan or reprint those statements already printed through the PRO option.

1. Type **PRA** at the "Select Patient Account Statement Menu Option:" prompt.

2. The system will display all dates and times of the jobs that are ready to print.

3. Type the number of the job you would like to print at the "Enter a Number:" prompt.

4. Type **Y** or **N** at the "Do You Wish to Retain the Run to Print Again Enter Yes or No:" prompt.

5. Type the name of a print device at the "Output Device:" prompt.

```
Select Patient Account Statement Menu Option: PRA  Print All Flagged
Patients' Account Statements


          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
          +     Print All Flagged Patients' Account Statements     +
          |                 UNSPECIFIED SERVICE UNIT               |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: USER,DEMO              BUSINESS OFFICE     21-AUG-2003 4:06 PM
Select Account Run time:

 1   AUG 18, 2003@12:33:47
 2   AUG 18, 2003@18:00:01
 3   AUG 21, 2003@10:40:42
 4   AUG 21, 2003@10:41:14
 5   AUG 21, 2003@10:42:03
Enter a number (1-5): 1
DO YOU WISH TO RETAIN THE RUN TO PRINT AGAIN?
Enter Yes or No: N// Y YES



Output DEVICE: HOME// [RET]
```
Figure 2-16: Printing All Flagged Patients' Account Statements

2.2.5   Print One Flagged Patient's Account Statement (PRO)

Use this option to print a single statement for a patient account that is flagged. The statement that is run through this option is then stored as a job and can be reprinted using the PRA option.

1. Type **PRO** at the "Select Patient Account Statement Menu Option:" prompt.

2. Type the patient name or number at the "Select Patient Account:" prompt. You can also type **??** to see a list of flagged patients.

3. Type the beginning date of the statement at the "Select Beginning Date:" prompt.

4. Type the ending date of the statement at the "Select Ending Date:" prompt.

5. Type the name of a print device at the "Output Device:" prompt.

```
Select Patient Account Statement Menu Option: PRO Print One Flagged Patient's
Account Statement


          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7         |
          +     Print One Flagged Patient's Account Statement      +
          |                UNSPECIFIED SERVICE UNIT                |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: USER,DEMO              BUSINESS OFFICE      21-AUG-2003 4:23 PM



Select Patient-Account: ??

   Choose from:
   19           PATIENT,DELLA
   48           PATIENT,FREDDY
   71           PATIENT,ANTHONY J
   88           PATIENT,SHARON

Select Patient-Account: 71 PATIENT,ANTHONY J
Select Beginning Date: T-900  (MAR 04, 2001)
Select Ending Date: T  (AUG 21, 2003)


Output DEVICE: HOME// [RET]
```

Figure 2-17: Printing One Flagged Patient's Account Statement

3.0   Patch 1

3.1   Period Summary Report (PSR)

This report has been rewritten to use the Transaction file. You may run the report for any date range desired. More detail has been added to the report, allowing better tools for reconciliation. Also, new parameters have been added , providing better report customization. The report can be run using the same parameters as the AGE summary report. Discharge and Insurer Type are two new sorting criteria selections. New summarizing report type by Bill w/in Payer w/in Allowance Category/Billing Entity/Insurer Type when Allowance Category, Billing Entity or Insurer Type is selected as the sorting criteria.

> **Note:** This report will contain data for Visit location(s) regardless of Billing location.

Running the new PSR report

1. Type **PSR** at the "Select Financial Reports Menu Option:" prompt in the Financial Reports menu located in the A/R Reports menu.

2. Type the name of a location at the "Select Location:" prompt or press the Return key at the blank "Select Location:" prompt to select ALL locations. If you enter a location name, you will only be allowed one location.

```
   ADA    Advise of Allowance RPT
   PSR    Period Summary Report
   STA    A/R Statistical Report
   TAR    Transaction Report

Select Financial Reports Menu Option: PSR  Period Summary Report


         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
         |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7           |
         +               Period Summary Report                     +
         |             UNSPECIFIED HEALTH CENTER                |
         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: User, DEMO              BUSINESS OFFICE     4-JUN-2003 10:21 AM

NOTE:  This report will contain data for VISIT location(s) regardless of
       BILLING location.

Select Visit LOCATION: [RET] ALL
```

Figure 3-1: Running the new PSR report (steps 1-2)

3. Type the number of one of the options (1-7) at the "Select Criteria for Sorting:" prompt. See Figure 3-2 for a list of your options. Steps 3a-3g provide will information on each of the options.

```
     Select one of the following:

          1              A/R ACCOUNT
          2              CLINIC TYPE
          3              VISIT TYPE
          4              DISCHARGE SERVICE
          5              ALLOWANCE CATEGORY
          6              BILLING ENTITY
          7              INSURER TYPE

Select criteria for sorting: 6   BILLING ENTITY
```
Figure 3-2: Using the new PSR report (step 4)

    a. If you select 1 (A/R Account), type an A/R account number at the "Select A/R Account:" prompt. If you want to select ALL A/R accounts, press the Return key at a blank "Select A/R Account:" prompt. After typing the first account number, you can type another A/R account number at the "Select Another A/R Account:" prompt. You may also type **??** to see a list of available options.

```
Select criteria for sorting: 1   A/R ACCOUNT

Select A/R Account: ALL//   UN-ALLOCATED
Select Another A/R Account: NEW MEXICO BC/BS INC
Select Another A/R Account: [RET]
```
Figure 3-3: Using the new PSR report (step 4a)

    b. If you select 2 (Clinic Type), type a clinic name at the "Select Clinic:" prompt. If you want to select all clinics, press the Return key to accept the default of All. You can type another clinic name at the "Select Another Clinic:" prompt. You may also type **??** to see a list of available options.

```
Select criteria for sorting: 2   CLINIC TYPE

Select Clinic: ALL// CARDIAC          02
Select Another Clinic: Pediatric          20
Select Another Clinic: [RET]
```
Figure 3-4: Using the new PSR report (step 4b)

    c. If you select 3 (Visit Type), type a visit type at the "Select Visit Type:" prompt. You can type another visit type at the "Select Another Visit Type:" prompt. If you want to select all visit types, press the Return key to select the default of ALL. You may also type **??** to see a list of available options.

```
Select criteria for sorting: 3  VISIT TYPE

Select Visit Type: ALL// 2  EPSDT W/O REFERRAL
Select Another Visit Type: 111  INPATIENT
Select Another Visit Type: [RET]
```
Figure 3-5: Using the new PSR report (step 4c)

d. If you select 4 (Discharge Service), type a discharge service at the "Select Discharge Service:" prompt. You can type another discharge service at the "Select Another Discharge Service:" prompt. If you want to select all discharge services, press the Return key at a blank "Select Discharge Service:" prompt. You may also type ?? to see a list of available options.

```
Select criteria for sorting: 4  DISCHARGE SERVICE

Select Discharge Service: ALL// [RET] ALL
```
Figure 3-6: Using the new PSR report (step 4d)

e. If you select 5 (Allowance Category), select from the list of options and type the number of an allowance category at the "Select Type of Allowance Category to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Type of Allowance Category to Display:" prompt.

```
Select criteria for sorting: 5  ALLOWANCE CATEGORY

     Select one of the following:

          1          MEDICARE
          2          MEDICAID
          3          PRIVATE INSURANCE (INS TYPES P H F M)
          4          CHIP
          5          OTHER           (INS TYPES W C N I)

Select TYPE of ALLOWANCE CATEGORY to Display: [RET] ALL
```
Figure 3-7: Using the new PSR report (step 4e)

f. If you select 6 (Billing Entity), select from the list of options and type the number of billing entity at the "Select Type of Billing Entity to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Type of Billing Entity to Display:" prompt.

```
Select criteria for sorting: 6  BILLING ENTITY

     Select one of the following:

          1          MEDICARE
          2          MEDICAID
          3          PRIVATE INSURANCE
          4          NON-BENEFICIARY PATIENTS
```

```
        5            BENEFICIARY PATIENTS
        6            SPECIFIC A/R ACCOUNT
        7            SPECIFIC PATIENT
        8            WORKMEN'S COMP
        9            PRIVATE + WORKMEN'S COMP
        10           CHIP

Select TYPE of BILLING ENTITY to Display: 1  MEDICARE
```

Figure 3-8: Using the new PSR report (step 4f)

g. If you select 7 (Insurer Type), select from the list of insurer types and type the number of insurer type at the "Select Insurer Type to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Insurer Type to Display:" prompt.

```
Select criteria for sorting: 7  INSURER TYPE

     Select one of the following:

        H            HMO
        M            MEDICARE SUPPL.
        D            MEDICAID FI
        R            MEDICARE FI
        P            PRIVATE INSURANCE
        W            WORKMEN'S COMP
        C            CHAMPUS
        F            FRATERNAL ORGANIZATION
        N            NON-BENEFICIARY (NON-INDIAN)
        I            INDIAN PATIENT
        K            CHIP (KIDSCARE)

Select INSURER TYPE to Display: [RET] ALL
```

Figure 3-9: Using the new PSR report (step 4g)

4. If you selected the sort criteria of Allowance Category, Billing Entity, or Insurer Type, you will prompted to select what type of report you would like from a list of options. Type the number of the report type at the "Select Report Type:" prompt.

```
   Select one of the following:

  1         Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
  2         Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
  3         Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INSTYPE

Select REPORT TYPE: 1// 2 Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS
TYPE
```

Figure 3-10: Using the new PSR report (step 5)

5. Type the beginning date you would like to include in your report at the "Select Beginning Date:" prompt.

6. Type the ending date you would like to include in your report at the "Select Ending Date:" prompt.

7. Type the name of an output device at the "Output Device:" prompt.

```
============ Entry of TRANSACTION DATE Range ============

Select Beginning Date: T-365  (JUN 04, 2002)
Select Ending Date: T  (JUN 04, 2003)



Output DEVICE: HOME// [RET]
```
Figure 3-11: Using the new PSR report (Step 6-8)

8. A report similar to Figure 3-12 will print. The report will vary depending on the criteria you selected.

```
        WARNING: Confidential Patient Information, Privacy Act Applies
=================================================================================
Period Summary Report for ALL INSURER TYPE(S)      JUN 4,2003@11:14   Page 1
 Sorted by PAYER with TRANSACTION DATES from 06/04/2002 to 06/04/2003
 at ALL Visit location(s) regardless of Billing Location
=================================================================================
INSURER TYPE            Billed Amt        Payment     Adjustment         Refund
=================================================================================


*** VISIT Location: UNSPECIFIED HEALTH CENTER


MEDICAID FI
 MEDICAID PRESBY              0.00            0.00          39.00           0.00
 NEW MEXICO MEDI            344.00        1,184.00           0.00         378.00
                     -------------- -------------- -------------- -------------
 ** Ins Type Total         344.00        1,184.00          39.00
378.00
PRIVATE INSURANCE
 BCBS OF NEW MEX              0.00           25.00           1.49           0.00
 LOVELACE HEALTH            106.00            0.00           0.00           0.00
 NEW MEXICO BC/B            372.37            4.90           0.00           0.00


        WARNING: Confidential Patient Information, Privacy Act Applies
=================================================================================
Period Summary Report for ALL INSURER TYPE(S)      JUN 4,2003@11:16   Page 2
 Sorted by PAYER with TRANSACTION DATES from 06/04/2002 to 06/04/2003
 at ALL Visit location(s) regardless of Billing Location
=================================================================================
INSURER TYPE            Billed Amt        Payment     Adjustment         Refund
=================================================================================

 PRESBYTERIAN HE             96.00           98.00          11.96           0.00
                     -------------- -------------- -------------- -------------
**Ins Type Total           574.37          127.90          13.45           0.00
                     -------------- -------------- -------------- -------------
```

```
***VISIT Loc Total          918.37        1,311.90          52.45         378.00
                        =============== =============== =============== ===============
***** REPORT Total          918.37        1,311.90          52.45         378.00
```

Figure 3-12: Using the new PSR report (step 9)

3.2   Age Summary Report (ASM)

This report has been expanded to allow sorting by Discharge Service. Also, bill level detail has been added, allowing better tools for reconciliation.

Note: Insurer type abbreviations are listed below:

H	HMO
M	MEDICARE SUPPL
D	MEDICAID FI
R	MEDICARE FI
P	PRIVATE INSURANCE
W	WORKMEN'S COMP
C	CHAMPUS
F	FRATERNAL ORGANIZATION
N	NON-BENEFICIARY (NON-INDIAN)
I	INDIAN PATIENT
K	CHIP (KIDSCARE)

Running the improved ASM report

1. Type **ASM** at the "Select Aging Reports Menu Option:" prompt in the Aging Reports menu located in the A/R reports menu.

2. Type the name of a location at the "Select Visit Location:" prompt. To select ALL locations, press the Return key at a blank "Select Visit Location:" prompt. If you enter a location name, you will only be allowed one location.

```
   ADL    Age Day Letter & List
   ADT    Age Detail Report
   AGE    Age Report
   AOI    Age Open Items Report
   ASM    Age Summary Report

Select Aging Reports Menu Option: ASM  Age Summary Report

        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
        |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7        |
        +               Age Summary Report                     +
        |             UNSPECIFIED HEALTH CENTER                 |
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: USER,DEMO              BUSINESS OFFICE    4-JUN-2003 11:30 AM

NOTE:  This report will contain data for the BILLING location you are logged
       into.  Selecting a Visit Location will allow you to run the report for
```

```
         a specific VISIT location under this BILLING location.


Select Visit LOCATION: [RET] ALL
```
Figure 3-13: Using the new ASM report (steps 1-2)

3. Type the number of one of the options (1-7) at the "Select Criteria for Sorting:" prompt.

```
    Select one of the following:

          1          A/R ACCOUNT
          2          CLINIC TYPE
          3          VISIT TYPE
          4          DISCHARGE SERVICE
          5          ALLOWANCE CATEGORY
          6          BILLING ENTITY
          7          INSURER TYPE

Select criteria for sorting:
```
Figure 3-14: Using the new ASM report (step 4)

a. If you select 1 (A/R Account), type a A/R account number at the "Select A/R Account:" prompt. You can type another A/R account number at the "Select Another A/R Account:" prompt. If you want to select all A/R accounts, press the Return key at a blank "Select A/R Account:" prompt. You may also type **??** to see a list of available options.

```
Select criteria for sorting: 1  A/R ACCOUNT

Select A/R Account: ALL// 2  UNSPECIFIED HEALTH CENTER
Select Another A/R Account: 3  UN-ALLOCATED
Select Another A/R Account: [RET]
```
Figure 3-15: Using the new ASM report (step 4a)

b. If you select 2 (Clinic Type), type a clinic name at the "Select Clinic:" prompt. You can type another clinic name at the "Select Another Clinic:" prompt. If you want to select all clinics, press the Return key to accept the default of All. You may also type **??** to see a list of available options.

```
 Select criteria for sorting: 2  CLINIC TYPE

Select Clinic: ALL// CARDIAC          02
Select Another Clinic: PEDIATRIC          20
Select Another Clinic: [RET]
```
Figure 3-16: Using the new ASM report (step 4b)

c. If you select 3 (Visit Type), type a visit type at the "Select Visit Type:" prompt. You can type another visit type at the "Select Another

Visit Type:" prompt. If you want to select all visit types, press the Return key to select the default of ALL. You may also type **??** to see a list of available options.

```
 Select criteria for sorting: 3  VISIT TYPE

Select Visit Type: ALL// [RET] ALL
```
Figure 3-17: Using the new ASM report (step 4c)

d. If you select 4 (Discharge Service), type a discharge service at the "Select Discharge Service:" prompt. You can type another discharge service at the "Select Another Discharge Service:" prompt. If you want to select all discharge services, press the Return key at a blank "Select Discharge Service:" prompt. You may also type **??** to see a list of available options.

```
 Select criteria for sorting: 4  DISCHARGE SERVICE

Select Discharge Service: ALL// OTHER                        14
Select Another Discharge Service: Pediatrics                        11
Select Another Discharge Service: [RET]
```
Figure 3-18: Using the new ASM report (step 4d)

e. If you select 5 (Allowance Category), select from the list of options and type the number of an allowance category at the "Select Type of Allowance Category to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Type of Allowance Category to Display:" prompt.

```
Select criteria for sorting: 5  ALLOWANCE CATEGORY

     Select one of the following:

          1           MEDICARE
          2           MEDICAID
          3           PRIVATE INSURANCE (INS TYPES P H F M)
          4           CHIP
          5           OTHER            (INS TYPES W C N I)

Select TYPE of ALLOWANCE CATEGORY to Display:
```
Figure 3-19: Using the new ASM report (step 4e)

f. If you select 6 (Billing Entity), select from the list of options and type the number of billing entity at the "Select Type of Billing Entity to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Type of Billing Entity to Display:" prompt.

```
Select criteria for sorting: 6  BILLING ENTITY

     Select one of the following:
```

```
                1          MEDICARE
                2          MEDICAID
                3          PRIVATE INSURANCE
                4          NON-BENEFICIARY PATIENTS
                5          BENEFICIARY PATIENTS
                6          SPECIFIC A/R ACCOUNT
                7          SPECIFIC PATIENT
                8          WORKMEN'S COMP
                9          PRIVATE + WORKMEN'S COMP
                10         CHIP

Select TYPE of BILLING ENTITY to Display:
```
Figure 3-20: Using the new ASM report (step 4f)

g. If you select 7 (Insurer Type), select from the list of insurer types and type the number of insurer type at the "Select Insurer Type to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Insurer Type to Display:" prompt.

```
Select criteria for sorting: 7   INSURER TYPE

     Select one of the following:

          H          HMO
          M          MEDICARE SUPPL.
          D          MEDICAID FI
          R          MEDICARE FI
          P          PRIVATE INSURANCE
          W          WORKMEN'S COMP
          C          CHAMPUS
          F          FRATERNAL ORGANIZATION
          N          NON-BENEFICIARY (NON-INDIAN)
          I          INDIAN PATIENT
          K          CHIP (KIDSCARE)

Select INSURER TYPE to Display:
```
Figure 3-21: Using the new ASM report (step 4g)

4. If you selected the sort criteria of Allowance Category, Billing Entity, or Insurer Type, you will prompted to select what type of report you would like from a list of options. Type the number of the report type at the "Select Report Type:" prompt.

5. Type the name of an output device at the "Output Device:" prompt.

```
     Select one of the following:

     1          Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
     2          Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
     3          Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INSTYPE

Select REPORT TYPE: 1// 2  Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS
```

```
TYPE

Output DEVICE: HOME//
```
Figure 3-22: Using the new ASM report (steps 5-6)

6. A report similar to Figure 3-23 will print. The report will vary depending on the criteria you selected.

```
        WARNING: Confidential Patient Information, Privacy Act Applies
================================================================================
Age Summary Report for ALL BILLING SOURCE(S)      JUN 4,2003@12:19   Page 1
at ALL Visit location(s) under UNSPECIFIED HEALTH CENTER Billing Location
================================================================================
BILLING ENTITY     CURRENT      31-60       61-90      91-120       120+     BALANCE
================================================================================


MEDICAID
 MEDICAID CIMARRON     0.00        0.00        0.00        0.00     6828.56    6828.56
 MEDICAID LOVELACE     0.00        0.00        0.00        0.00     4128.52    4128.52
 MEDICAID PRESBYTER    0.00        0.00        0.00        0.00     4408.03    4408.03
 MONTANA MEDICAID      0.00        0.00        0.00        0.00      172.00     172.00
 NEW MEXICO MEDICAI    0.00      378.00        0.00        0.00    53199.12   53577.12
                  --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL      0.00      378.00        0.00        0.00    68736.23   69114.23


MEDICARE
 MEDICARE              0.00        0.00        0.00        0.00    12901.73   12901.73
                  --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL      0.00        0.00        0.00        0.00    12901.73   12901.73

NON-BENEFICIARY PAT


        WARNING: Confidential Patient Information, Privacy Act Applies
================================================================================
Age Summary Report for ALL BILLING SOURCE(S)      JUN 4,2003@12:20   Page 4
at ALL Visit location(s) under UNSPECIFIED HEALTH CENTER Billing Location
================================================================================
BILLING ENTITY     CURRENT      31-60       61-90      91-120       120+     BALANCE
================================================================================


 PRESBYTERIAN HEALT    0.00        0.00        0.00        0.00     2077.26    2077.26
 UNITED HEALTH CARE    0.00        0.00        0.00        0.00      442.19     442.19
 WEA INSURANCE         0.00        0.00        0.00        0.00      371.64     371.64
                  --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL      0.00        0.00        0.00        0.00    54258.64   54258.64

WORKMEN'S COMP
 WORKMEN'S COMP        0.00        0.00        0.00        0.00      114.20     114.20
                  --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL      0.00        0.00        0.00        0.00      114.20     114.20
                  ========= ========= ========= ========= ========= ==========
                       0.00      378.00        0.00        0.00   136617.09  136995.09
```
Figure 3-23: Using the new ASM report (step 7)

3.3   Setting PSR and ASM Parameters

> **Note**: If you want the PSR and ASM to balance, the Location for
> Reports in A/R SITE PARAMETER must be set to VISIT.

```
Select A/R SITE PARAMETER/IHS RPMS SITE:        DEMO HOSPITAL
MULTIPLE 3P EOB LOCATIONS: YES// [RET]
MULTIPLE FISCAL EOB LOCATIONS: YES//[RET]
USABLE: USABLE//[RET]
ACCEPT 3P BILLS: ACCEPT//[RET]
ROLL OVER DURING POSTING: ASK//[RET]
SMALL BALANCE: 5.00//[RET]
Location Type For Reports: VISIT// or BILLING
```

Figure 3-24: Setting up your site parameters

Based on the site parameter setup, you will see a message when running the following reports.

- Age Detail Report
- Age Summary Report
- Bills Listing Report
- A/R Statistical Report
- Transaction Report

If site parameter is set to BILLING, you will see this message when running the above reports.

> **Note**: This report will contain data for the BILLING location you
> are logged into. Selecting a Visit Location will allow you to run
> the report for a specific VISIT location under this BILLING
> location.

If site parameter is set to VISIT, you will see this message when running the above reports.

> **Note**:   This report will contain data for VISIT location(s)
> regardless of BILLING location.

4.0   Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

Phone: (505) 248-4371 or

(888) 830-7280

Fax: (505) 248-4199

Web: http://www.rpms.ihs.gov/TechSupp.asp

Email: ITSCHelp@mail.ihs.gov